

NOTICE OF POSTING
POSTING DATE: 03/16/17
CLOSING DATE: 04/13/17

Recruitment of external applicants is underway concurrent with this posting.
Resumes and letters of interest can be submitted via email to employment@cambridgema.gov.
Cambridge residents are especially encouraged to apply.

JOB TITLE Assistant Manager of Adult Services (Senior Librarian)
DEPARTMENT: Cambridge Public Library/ Main Library Adult Services Department
JOB CODE/POSITION #: L408-702

CIVIL SERVICE: Not subject to civil service rules and regulations

HOURS OF WORK: 37.5 hours per week scheduled to meet the needs of the department. Initial schedule is Mondays, Tuesdays, Thursdays, and Fridays, 8:30am-5:00pm and Wednesdays 12:30pm-9:00pm plus a Saturday rotation every third week. Hours are assigned and may be changed to meet the needs of the Department and the Library. Flexibility is expected and desired.

UNION AFFILIATION: CPLSA, Local 4928

SUMMARY: Assists the Manager of Adult Services with the day-to-day supervision and operations of the department. Provides leadership in the delivery of outstanding services in a large, busy urban public library by modeling excellent adult services. Provides information services to the public.

DUTIES AND RESPONSIBILITIES:

Supervisory Responsibilities:

- Fosters the success of the department and Library; promotes the manager's initiatives; provides daily guidance, expertise, supervision, and direction
- Plays a leadership role in fostering a culture which embraces and relishes change including cutting edge future public library technologies and services
- Brings a passion and expertise for adult services in the areas of digital media and emerging technologies. Guides other staff in use of digital media and emerging technologies
- At the manager's request, takes responsibility for areas such as scheduling, training, coaching and staff performance evaluations; gathering and analyzing data and managing special projects
- Responsible for oversight of specific service areas as assigned

Information Services:

- Provides professional Reference / Readers' Advisory service to the public in person, on the telephone, and by electronic means
- Provides readers' advisory service by maintaining a keen understanding of genres, reading reviews in a broad array of sources, seeking out titles in the media, and seeking titles of predictable interest to the community.
- Acts as a resource to all library staff in providing research and readers' advisory services
- Provides coverage at Q&A desk, Research desk, and Information Commons desk.
- Actively develops displays and merchandizes the collections
- Assists with instructing patrons on current and emerging technologies

Collection Development: Works with the Managers of Adult Services and Collection Services to carry out a program of collection development and maintenance; Selects adult materials for the main library's print and electronic, circulating and reference collections; Keeps current with review media; embraces an innovative, creative, customer-driven approach to selection; Makes recommendations for purchase of materials in assigned areas to ensure that the adult collection is complete and up-to-date

Other: Contributes material to the library's web page and social media; Participates in and may lead library-wide committees; attends staff meetings; May represent the Library at community meetings and participate in community events; Stays abreast of library policies and procedures; Enforces library rules of behavior; takes appropriate action in case of misbehavior; Keeps informed of professional developments and attends professional meetings and trainings; may represent the interests of the Library in professional venues or working groups as appropriate; Performs any other duties required by the Manager of Adult Services for the good of the department and the Library.

MINIMUM REQUIREMENTS: A master's degree from an ALA accredited school of library science required. A minimum of two years of post-MLS experience in direct patron service, preferably in a public library adult services or reference department, required. Experience in developing, publicizing, and evaluating programs and successful efforts at liaising with community groups strongly preferred. Experience with supervision of other staff strongly preferred. In exceptional instances, specialized education, training, and/or experience may be substituted for part of the educational requirement.

KNOWLEDGE, SKILLS & ABILITIES: Forward thinking, an in-depth knowledge of professional librarianship, a thorough knowledge of library techniques, services and resources, including readers' advisory services; Ability to work effectively with a diverse population, and an appreciation of urban library issues; Ability to establish and maintain effective working relationships within the community; Ability and desire to serve the public with friendliness, tact and diplomacy; Ability to work with enthusiasm and initiative, a cheerful disposition, and a willingness to work harmoniously with others; Demonstrated ability to direct the work of other staff members; Ability to work independently and to creatively solve problems, as well as adaptability and dependability to work well in a team situation and flexibility in emergency staffing situations; Expertise with technology; extensive experience with research databases and on-line searching; experience with online technologies, social media, handhelds and platforms such as Overdrive; Knowledge of popular materials and current trends and technology for downloadable titles and circulating e-readers; Enthusiasm for successful and efficient change; the ability to adapt to new situations and to reinvent services, systems, procedures, and job roles in ways which help to further the library's objectives and fit with its mission; Ability to communicate, both orally and in writing, effectively, patiently and courteously; Attention to detail and accuracy; Excellent organizational skills; able to envision process, organize projects, set priorities, use time effectively, and meet deadlines; Ability to analyze and creatively solve problems; Knowledge of library's ILS, including reports function, a plus; Punctuality and dependability; Willing to take direction.

PHYSICAL DEMANDS: Physically able to operate a variety of machinery and equipment. Ability to sit and use computer workstation for extended periods of time. Strength to push or pull a loaded book cart. Sufficient clarity of speech, hearing and vision. Sufficient manual dexterity. Sufficient personal mobility and physical reflexes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Normal office exposure to noise, stress and interruptions; Attends and participates in continuing educational programs designed to keep abreast of changes; Works in assigned areas, as needed

RATE: \$30.78 to \$35.28 per hour in five steps

APPLICATION PROCEDURE Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest **by 5pm** on the closing date via email to: employment@cambridgema.gov or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312.

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